

# SECURE EXPORTS SCHEME SITE PLAN

This fact sheet explains the requirements of the Secure Exports Scheme site plan. The New Zealand Customs Service has developed the Secure Exports Scheme in response to the increased need of security for export products. A site plan shows the layout of the area and surrounding areas where goods are packed/stored/loaded for export.

## WHY HAS THE SECURE EXPORTS SCHEME BEEN INTRODUCED?

The purpose of the Secure Exports Scheme is to help ensure that goods to be exported are packaged securely with no other goods, and conveyed to the place of shipment securely and without interference before shipping.

## WHY IS A SITE PLAN NECESSARY?

A site plan allows Customs to have an overview of the surrounding environmental aspects of a site, buildings, access ways and the specific areas where export containers are loaded, and the security features on site to ensure integrity of the goods throughout the packing process.

## WHAT INFORMATION SHOULD A SITE MAP CONTAIN?

The site plan should cover the whole area managed by your company, and should be identified with a title, the date created and a version number.

The site plan must clearly illustrate the following (if present):

- The external perimeter of the area, including features such as boundary roads, railway lines, streams/streams, neighbouring properties and the environment.
- All access to the site (e.g. vehicle, rail and pedestrian entrances) with

transport operator traffic flows.

- All buildings identified with access ways (eg administration office, export storage areas, export packing areas, export container load out store).
- Internal and/or external lighting facilities that contribute to security.
- Other security features (eg security cameras — CCTV, electronic access gates).
- Visitor, contractor and company personnel parking areas.
- Perimeter fences with description of their construction (eg 2-metre high security fence).
- Areas used for container storage.

An example of a basic site plan follows overleaf.

## WHO WILL HAVE ACCESS TO THIS INFORMATION?

The site plan is for Customs' purposes only and will not be shared. When the map is finalised, Customs will retain an electronic PDF copy, and the manual copy will be returned to you with your security plan. Access to the electronic PDF file is restricted and recorded.

## DOES THE SITE PLAN NEED TO BE TO SCALE?

No, but an indication of scale would be useful. The plan does need to show the key structures listed above.

## DOES THE SITE PLAN HAVE TO BE TO ARCHITECTURAL SPECIFICATIONS?

No. Customs will accept a site plan on A4 paper.

## DO I NEED A SITE PLAN FOR EACH PORT OR AIRPORT THAT MY EXPORT GOODS ENTER?

No. These areas are already Customs controlled areas and have comprehensive documented security procedures in place.

## OTHER INFORMATION ABOUT EXPORTS

Other fact sheets may be accessed from the library section of our website [www.customs.govt.nz](http://www.customs.govt.nz)

## FOR FURTHER INFORMATION

Contact your nearest office of the New Zealand Customs Service, visit the Customs website [www.customs.govt.nz](http://www.customs.govt.nz), or call Customs on 0800 428 786 (0800 4 CUSTOMS).



